

POSITION TITLE: MANAGER III –
Office of Mental Health Monitoring and Liaison

DEPARTMENT: Health Services Division

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

POSITION #: 030280

Performs complex managerial work administering the daily operations and activities of agency programs. Work involves establishing goals and objectives; developing guidelines, policies, and procedures; developing schedules, priorities, and standards for achieving established goals; coordinating and evaluating program activities; developing and evaluating budget requests; monitoring budget expenditures; and supervising the work of others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

- A. Manages the activities of staff in the Office of Mental Health Monitoring and Liaison; plans, implements, coordinates, monitors, and evaluates policies, procedures, contracts, and regulations; develops guidelines, policies, procedures, standards, and rules; and monitors compliance with policies, procedures, and state and federal laws and regulations.
- B. Establishes goals and objectives; develops and approves schedules, priorities, and standards for achieving goals; develops and implements techniques for evaluating program activities; manages evaluation activities; and identifies areas in need of change and makes recommendations to improve operations.
- C. Oversees the preparation of management and productivity reports and studies; evaluates and critiques research studies; and oversees special investigations, program analyses, and internal audits.
- D. Conducts access to care and quality of care audits of contract health providers to ensure compliance with accepted treatment standards; conducts post-mortem psychological reviews of inmate deaths; participates as a member of the Serious Incident Review team; and serves as a member of the agency hostage negotiation team.
- E. Provides liaison with agency departments and divisions, other agencies, organizations, and the public; provides technical assistance to the Office of Professional Standards area of mental health; and represents the agency at meetings, hearings, trials, conferences, and seminars and on boards, panels, and committees.
- F. Supervises the work of others; and identifies staff development and training requirements.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: MANAGER III –
 Office of Mental Health Monitoring and Liaison

SALARY GROUP: B24

DEPARTMENT: Health Services Division

Page 2 of 3

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Master's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major coursework in Psychology, Counseling, or a related field.
2. Four years full-time, wage-earning experience in a psychological therapeutic environment.
3. Program administration or auditing experience preferred.
4. Correctional health care experience preferred.
5. Experience in the supervision of employees preferred.
6. Licensed as a Psychological Associate by the Texas State Board of Examiners of Psychologists or licensed as a Professional Counselor by the Texas State Board of Examiners of Professional Counselors preferred.

B. Knowledge and Skills

1. Knowledge of the principles and practices of public administration and management.
2. Knowledge of the principles, terminology, techniques, ethics, and procedures of psychological assessment.
3. Knowledge of the theories, practices, and procedures of research, diagnostic techniques, and psychological therapy and counseling therapy.
4. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in administrative problem-solving techniques.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: MANAGER III –
 Office of Mental Health Monitoring and Liaison

SALARY GROUP: B24

DEPARTMENT: Health Services Division

Page 3 of 3

10. Skill to manage program activities.
11. Skill to establish, implement, and evaluate goals and objectives.
12. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
13. Skill to research, compile, organize, and analyze technical data and prepare technical reports.
14. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
15. Skill in public address.
16. Skill to supervise the work of others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dolly, and automobile.